



UCD School of Nursing, Midwifery and Health Systems

UCD Health Sciences Centre,
University College Dublin,
Belfield, Dublin 4, Ireland

Scoil na hAltrachta, an Chnáimhseachais agus na gCóras Sláinte UCD

Ionad Eolaíocht Sláinte UCD
An Coláiste Ollscoile, Baile Átha Cliath,
Belfield, Baile Átha Cliath 4, Eire

www.ucd.ie/nmhs

Process for students seeking to change their name as it relates to Practice Placement

Context

UCD will allow students to change their name on the internal UCD system in the following circumstances:

- the name on record is incorrect
 - Students will be asked to provide a government issued ID (passport, birth certificate, marriage certificate, etc.) which confirms the correct name
- the student is a trans or gender non-binary student
 - [UCD Gender Identity and Expression Policy](#)

Process

If the student has followed the UCD processes as detailed above and a name change has been processed, then the School of Nursing, Midwifery and Health Systems (SNMHS) will enact the following process to inform all relevant parties:

Task	Action	Owner
Inform other SNMHS staff	Once the student has made contact with a SNMHS member of staff or faculty, that person should ensure that all relevant parties internally are emailed and made aware of this change: - School Office - PPAO - Student Advisor - Academic Advisor/Personal Tutor - Programme Director	<i>Initial SMNHS Contact</i>

Task	Action	Owner
Inform parent site	PPAO emails the nominated contacts in parent site to inform them of the name change - Practice Development - SALO - DON/ADON/DOM/ADOM (if appropriate) - Occupational Health (if appropriate)	PPAO
Update ARC	Update the students record in ARC	PPAO
Update internal list	Update internal lists - Personal Tutor - Group Listing	PPAO
Inform student of the need to update NMBI	Students must appear on the publicly available Candidate Register in order to attend practice placements. Any changes to their recognised name must be updated accordingly	PPAO
NMBI Candidate Register	Student must contact NMBI to process name change	Student
NMBI Official name	Students must use their NMBI registered name on all official documentation - regardless of UCD name change	Student

Gender change: for students who wish to notify parent sites of gender change, the protocol above will be followed and will include both the name and gender change. If a student wishes to request a change of locker room it is suggested that this come directly from the student to the parent site (as per reasonable accommodations)